

Position Description



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Grants Administrator
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Department: Administration

Pay Grade: 111

FLSA Status: Exempt

JOB SUMMARY:

Under administrative direction of the City Manager, plans, organizes, implements, manages, and directs the city's grant program; provides professional and technical assistance to all city departments in prioritizing, developing and writing grant proposals for city projects including research, analysis, application, implementation, reporting, monitoring, invoicing and contract close-out; serves as technical authority on grants administration; and negotiates with grantor agencies and resolves issues of grant eligibility, audit exceptions, and disallowed costs.

ESSENTIAL JOB FUNCTIONS:

- Performs a full range of professional administrative, analytical and community relations-related duties of considerable difficulty involved in planning, organizing, managing and directing the activities and operations of the city's comprehensive grants management and development program.
- Reviews new grant opportunities for benefit of the city; performs cost/benefit analysis of each; identifies and makes recommendations regarding potential grant sources to city departments based on funding needs of Capital Improvement Program and other projects as needed; continually updates information regarding funding sources and issuance of Notices of Funding Available (NOFAs).
- Interprets federal, state and local government laws and regulations regarding grant contracts and administration.
- Organizes, writes and supervises the writing of city grant applications in coordination with city departments; coordinates the submission of grant applications, tracking of applications and receipt of grants; prepares grant-monitoring reports for submission to grantors and/or other regulatory agencies.
- Prepares and/or oversees the preparation of grant applications and supporting documentation to maximize competitiveness and compliance with grant requirements; prepares and/or oversees the preparation of public hearing notices, staff reports and resolutions for grant applications and project activities; ensures timely preparation of required grant monitoring reports to state and federal agencies.
- Resolves conflicts regarding grant requirements to maximize successful grant applications outcome; negotiates resolution of eligibility and compliance issues.

- Ensures proper administration of grant funds and develops grant reporting and evaluation systems; coordinates execution of contracts between city and grantor; monitors progress of project and adherence to terms and conditions of grant award; provides guidance to project manager regarding specific program requirements that must be met.
- Prepares and oversees the preparation of budget and financing plan documents for grant applications and operations and grant status reports including audit reconciliation.
- Develops outlines, timelines, staffing and templates for grant proposals according to funding guidelines.
- Participates in grant technical training provided by funding agencies and keeps abreast of changing grant standards and proposal guidelines.
- Establishes and maintains networking contacts in various agencies and organizations related to grants.
- Analyzes and predicts future trends and/or regulations pertaining to grant functions; modifies city systems as needed due to changes.
- Maintains and completes necessary records, files, reports, databases and resource materials pertinent to grant activities. Follows up on grant applications to determine possible award; tracks ongoing status of grant applications.
- Coordinates, attends and participates in city and other governmental meetings related to grant needs and applications. May address governing bodies including the city council and state and federal officials.
- Conducts interdepartmental meetings to identify and prioritize project needs, and coordinates grant preparation assignments.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field;
- Four years of increasingly responsible public sector administration including at least three years at the level of Grants Administrator.
- Or equivalent education, and/or experience;
- Must have demonstrated skill in successfully generating significant grant funding resources and maintaining adequate financial oversight.
- Grant Professional Certified (GPC) designation is preferred.
- Possession of a valid Georgia Class C driver's license.

Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of writing, researching, administering and monitoring grants.
- Local, county, state and federal government legislation and regulations as well as general administrative structure and processes.
- Grant funding sources, principles and practices.
- Grant regulations and requirements including financial reporting requirements.
- Principles, structure, and organization of public sector agencies.
- Principles and practices of project management.
- Methods and techniques of data collection, research and report preparation.
- Methods and techniques of statistical and financial analysis.
- Principles and procedures of record keeping.
- Principles of business letter writing and report preparation.

Ability to:

- Perform a full range of professional administrative, analytical and community relations-related duties of considerable difficulty involved in planning, organizing, managing and directing the activities and operations of the city's comprehensive grants management and development.
- Analyze and interpret the potential impact of grant requirements on city policies and departmental programs and services and coordinate compliance.
- Effectively represent the city to outside individuals and agencies to accomplish the goals and objectives of the grant program.
- Identify private, state and federal funding sources.
- Prepare complex funding applications, financial reports, evaluations and narrative reports.
- Develop complex funding proposals.
- Perform administrative review to monitor grants for compliance through completion and closeout.
- Provide effective leadership to coordinate a variety of grant program applications and administration with support staff with varied levels of training and knowledge.
- Conduct research and analysis and provide appropriate recommendations based on findings.
- Prepare clear and concise analytical, administrative and financial reports.
- Respond tactfully, clearly, concisely and appropriately to inquiries from the public, city staff or other agencies on sensitive issues in area of responsibility.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records and reports.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee sits in an office or computer room.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee regularly works in a normal office environment.
- The employee may perform official business which will require limited local travel.
- Employee may be required to attend some evening and weekend meetings, and may be required to assist in special events.